

## **Using iPads on Tours**

### **Where are the iPads stored?**

The iPads are in the Tour Office on the counter next to the Apple computer.  
PLEASE NOTE: Do not take the iPads out of the museum.

### **How do I check out an iPad?**

Use the binder on the counter next to the iPads.

### **On what tours can I use the iPad?**

There are eight iPads available. They can be used on any tours, private or public.

### **Can I use my own iPad?**

Yes, however Mia staff is not responsible for your iPad and supplying content for it.

### **How do I use the iPad?**

With the iPad you can integrate photos, maps, videos, audio, TDX content, and internet searches (Google) into discussions.

### **What are recommended Best Practices?**

- Like any good prop, the iPad is meant to enhance understanding of the work of art. The iPad is not the focal point of the discussion. We recommend using it on only a few stops during a tour.
- Let your visitors know that you intend to use the iPad and transition to its use: “Now that you’ve had a chance to see the fine detail on this gold lion, let me show you a short video on how those perfect little spheres are made.”
- When searching for a particular item, hold the iPad with the screen towards you so that only you can see the screen. When you have found what you want, turn or flip the iPad over and the image will right itself to present to your visitors.
- When presenting, hold the iPad out in front, shoulder to chest high. Move from one end of the group to the other so everyone can see what’s on the screen.
- When not using the iPad tuck it away as you would any prop (it will turn itself off after a few seconds of non-use).
- Photo props are in “Albums” under the “Photos” icon on the desktop. Pick those that best suit your tour theme; remember the focus is on the work of art.
- Keep video clips short, about 30 to 60 seconds.
- Be sure that tour participants can hear the iPad audio. For many videos, the better practice is to turn the sound off and narrate the video yourself.
- Practice, practice, practice: Be familiar and comfortable with operating the iPad and accessing the information you want. It is recommended that you shadow, or partner, with another docent or guide in the gallery before using it on your own.
- Please do not use museum devices to access personal and professional e-mail or other password protected accounts.

### **How do I add or create content?**

- Only IPE staff adds content into the albums on the iPad. If you want to access additional photos for a specific tour, use the “Camera Roll” feature. Note that these files will be deleted on a periodic basis.
- IPE staff syncs new content to the iPads.
- Use the comment section in the checkout binder or email images to IPE staff to suggest additional content and share comments on current content.

**NOTE:** If you would like images or videos on the IPE iPads for your personal iPad **do not sync your device with the IPE computer**. Save the desired files from the iPad Content folder on the Apple desktop to a flashdrive, put them on your own computer, and then sync your iPad to your own computer.

### **How files are arranged on the iPads:**

Artist known:

Artist last name (first name), object name (if specific object)

Examples:

Cole Willie

or

Moore, Battledore

Artist unknown:

(Gallery), Culture name, or Country, Object name

Examples:

Africa Yoruba Egungun Mask

Africa Egyptian False Door

Italy Venetian Writing Desk

Not in specific gallery:

Example:

Winterlights Special Exhibition